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23 January 1958

Document No. 41NO CHANGE in Class. ☐☐ DECLASSIFIEDClass. CHANGED TO: TS S **(C)**

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/17

MEMORANDUM FOR : Chief, Plans and Policy Staff

FROM : Registrar/TR

SUBJECT : Weekly Activities Report #3  
15 January - 21 January 1958Date: 09 MAR 1978 By I. SIGNIFICANT ITEMS:

None.

II. OTHER ITEMS:

1. Request was received from the Secretary, Joint Middle East Planning Committee, JCS for information on the Middle East Survey course. Pending receipt of security clearance papers, we have tentatively enrolled two JCS officers for the course which begins 3 February. One is a Colonel, USMC; the other a Colonel, USAF.

2. Based on an inquiry from  R/TR talked with Colonel Carlson, Chief, Operations Research Division, Department of Army with a view to arranging a special briefing for the DD/S. General Flory, Executive Director of the Operations Research Office, JHU, then called R/TR and volunteered to conduct a personal briefing within the next several weeks oriented toward the feasibility of Operations Research activity within this Agency.

3. Several special reports were completed during the past week. One of these was a tabulation of enrollments for all runnings of the Writing Workshop from the initial offering in August 1954 to the one currently in progress. A detailed breakdown by Agency Offices was furnished  on the 316 employees who have attended the 17 sessions. The other report was given to  for use by an OCR committee. It compared 1956 and 1957 enrollments for OCR, ORR and OSI employees in certain OTR-conducted or OTR-sponsored training. External training was graphed into major categories, internal area or language courses were graphed differently, other internal courses at the professional level were individually listed.

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25X1 4. Chief, [ ] and a representative of Central  
Cover Branch, met with the Deputy Chief of Ordnance, U.S.A., and  
the Commanding Officer of Savannah Depot, Savannah, Illinois, to  
discuss a problem in connection with one of our employees who is  
currently enrolled in the Ammunition Inspectors Course at Savannah  
Depot. One of the requirements for attendance in the school which  
had not been made known to us before is that employees be assigned  
25X1 TDY by the sponsoring organization and live on the military base.  
Our employee, [ ] Office of Security, who is attend-  
ing the course, took his family with him at his own expense on  
this TDY assignment because of family medical reasons. As a re-  
sult of this meeting held at the Pentagon, the Army agreed to make  
an exception to the rule and will permit [ ] to live off  
the base while attending the course. 25X1

25X1 5. [ ] Office of Logistics, began an  
25X1 eight-week management course at Fort Lee, Virginia, on 20 January.  
[ ] is attending this course in an overt capacity.  
Previous candidates who attended similar courses of instruction

[ ]  
Based on this, and the fact that  
Security interposed no objections, it was decided to indicate CIA  
sponsorship. 25X1

25X1 6. Arrangements have been completed between the [ ]  
[ ] and the Navy to enroll three Agency employees in the Navy  
Price Analysis Course. Two employees from Logistics and one from  
25X1 ORR will attend these two-week courses beginning 20 January, 3  
February and 17 February. [ ] 25X1

7. DR/TR met with an individual to discuss his performance in  
an external training program. Since his performance had not been  
up to the standards required by the Office of Training, subject in-  
dividual was advised that additional requests for sponsorship of  
external training would in all possibility be denied. He was ad-  
vised that successful completion of subsequent training at his own  
expense would provide a more favorable basis on which to review  
later requests for sponsorship. Subject indicates he will under-  
take a course at his own expense.

8. This Office's part in the Office of Security Reindoctrina-  
tion Program is nearly complete. Quotas for components have been  
established, and a memorandum advising the Training Officers of  
their respective quotas and other information concerning the  
Program will be distributed on Friday, 24 January. The initial  
presentation on an Agency-wide basis will be 30 January.

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9. Business with the Foreign Service Institute is again picking up after a two-week lull. Arrangements are being completed at the present time for three employees to attend full time language courses at FSI beginning 27 January, and for one Agency employee to attend a series of lectures in connection with a special State Department program.

10. Our quota of eight spaces for the abbreviated version of the Weapons Orientation (Advanced) Course has been filled. This Program will be held at the Pentagon from 4 to 6 February, and our candidates will number four from OSI and four from ORR.

11. A [ ] briefing was held on 17 January for the Russian Language Group who are currently at the Language Training Site.

12. Requests for information on external training opportunities have been very numerous this week. Included were questions concerning course offerings and registration dates at local universities and meetings held in the Washington area. In addition, query was received concerning the registration dates of Columbia, Fordham and New York Universities; information on AMA's Operations Research seminars and workshops and their new course, Systems and Procedures, was sent to SA-DD/S; information on the International School of Nuclear Science and Engineering at the Argonne National Laboratory, Lamont, Illinois, was requested by OSI; and LD/OCR asked for our assistance in providing university and college catalogs on selected fields in India for The Military Geology Branch, U. S. Department of Interior, which we provided.

13. To date 60 requests have been received to attend lectures of Course Six, 27 January to 19 February, at the National War College.

14. During 1957, 33 Special Bulletins were issued by OTR. Many of these dealt with the Voluntary Language Program. This Program has become established on a trimester basis and it is no longer necessary to resort to special announcements. It is hoped that "Specials" can be limited to emergencies in all cases in 1958. Information can be disseminated through the regular monthly issuances of the OTR Bulletin by planning to meet or beat the deadline for copy (15th to 17th of each month).

15. [ ] are both on sick leave this week; [ ] is due to leave the hospital on 22 January.

16. [ ] completed the Effective Speaking course on 20 January.

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W 17. During the week 15 January - 21 January 1958, there were 1,142 persons enrolled in OTR conducted courses. The breakdown for enrollment is as follows:

245 enrolled in 46 classes (15 languages) during hours  
153 enrolled in 20 classes ( 7 languages) before hours  
193 enrolled in 26 classes (10 languages) after hours  
256 enrolled in 11 Intelligence School courses  
72 enrolled in 2 Communism School courses  
178 enrolled in 8 Operations School courses  
45 enrolled in 2 area courses



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